



*Parks, Recreation and
Neighborhood Services*

YOUTH COMMISSION ANNUAL RETREAT

**Commission Chair, Mariam Khan, Sandeep Peddada, Emily To, Max Chen,
Veronica Abad, Brendon Yu, Rose Dhaliwal, and Layla Forgoohi**

Youth Commission Annual Retreat 2011

Friday September 2nd – Sunday September 4th

5:00pm – 5:30pm

Mayfair Community Center

2039 Kammerer Avenue

San Jose, CA 95116

1. CALL TO ORDER AND ROLL CALL

Check in (Sign-in Sheet)

2. WELCOME AND RETREAT OVERVIEW

Welcome and Retreat Goals and Objectives

3. ICE BREAKER ACTIVITY

Commissioners will participate in several ice breaker activities throughout the retreat

4. LEADERSHIP AND TRAININGS

Commissioners will participate in following leadership trainings throughout the retreat

- a. Leadership Compass
- b. Identity Circles
- c. The Power of Effective Meetings
- d. Parliamentary Procedures.
- e. How to write S.M.A.R.T Goals
- f. Project Planning

5. TEAMBUILDING ACTIVITIES

Commissioner will participate in the following teambuilding activities

- a. The Floor Maze and other teambuilding activities

6. COMMISSION STRUCTURE

Commissioners will review the Youth Commission structure and position

- a. Youth Commission positions within city government
 - 1. City flow chart
- b. Commission Mission, Vision and Core Values
 - 1. Commissioners will learn of San Jose Teen Trends and how they may make an impact on teen trends.
- c. Commission guiding tools
 - i. Work plan
 - ii. Commission By Laws
 - iii. Meeting structure
 - iv. Reporting template

7. BRAINSTROMING ACTIVITY

In preparation of review and development of the 2011/2012 Youth Commission Work Plan, commissioners will brainstorm the following,

- a. Identifying and prioritize youth issues to advice and give youth recommendations
- b. Identify a city wide youth event for implementation
- c. Youth issues ad hoc working team
- d. Identify city initiatives / programs for analysis, input and recommendations.
- e. Identifying collaborative partners
- f. 2011/2012 presentations and workshops to participate in
- g. YAC structure, development and inclusion within the Youth Commission

8. INITIATIVES FOR REVIEW

- a. SJ2020 Initiative
 - a. Closing the High School Achievement Gap in San Jose.
- b. Environment Service
 - a. Go Green Schools Programs
- c. Teen Violence – Youth Bill of Responsibilities
 - a. Commissioners will review the Resolution Regarding Bullying for the LOCC State Conference.
- d. City Budget
 - a. Review Commission's Budget Memo

9. 2011/2012 WORK PLAN DEVELOPMENT

- a. Work plan overview
- b. Work plan purpose
- c. Work plan S.M.A.R.T goals and objectives
- d. Work plan evaluation and final recap

12. ADJOURNMENT

All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body will be available for public inspection at the Department of Parks, Recreation & Neighborhood Services, 200 E. Santa Clara Street, 9th Floor, San José, CA 95113 at the same time that the public records are distributed or made available to the legislative body.

To arrange an accommodation under the Americans with Disabilities Act to participate in this public meeting, please call (408) 535-1260 or the TTY number, (408) 294-9337, at least two business days before the meeting.